

309.137
K49v

THE ORGANIZATION
AND
ADMINISTRATION
OF THE

Varsity

HIGH SCHOOL

VARSITY CLUB

309.137
K49v

THE FORWARD:

A well-organized high school varsity club can be of immeasurable value to the new or established coach in recruiting enthusiastic support and official recognition of his athletic program.

In the modern high school the varsity club has become an integral part of the extra-curricular activities program, rallying the student body into a well-organized "boosters" machine and lending all teams unwaivering support.

But, unfortunately, some high school varsity clubs exist in name only or not at all. They fail because they do not lay definite courses of action. They do not set up goals or sound objectives in which members can have faith and toward which they can work.

This book has been designed to give a well-planned course of action to varsity clubs which lack the spark of making themselves "fireball" organizations.

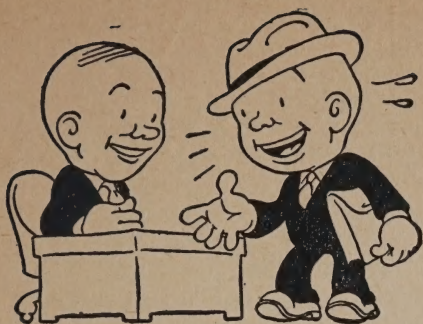
There is no question that this guide can be followed to a successful conclusion if the faculty adviser is sincere and if he puts real effort into helping building his high school varsity club.

Sam Ketchman

Big Rapids, Michigan
May, 1954

Page One

Physician 79 June 55 need direct M. Ketchman 27 June 55



Chapter One

ORGANIZING

Your first action in organizing a high school varsity club is to call a meeting of your coaching staff, several male faculty members who are interested in becoming the regular club adviser, and a few of the varsity squads. This group drafts a letter formally requesting that a charter be granted for the club by the school administration or that authorization be given for the club by the student council. Included in the letter is a roughdraft of the proposed charter with the following information:

1. Name of club.
2. Club's purpose and value to the school and members.
3. When and where meetings will be held.
4. List of officers and committees.
5. Club constitution.
6. Sponsored activities.
7. Formal and informal initiation programs.
8. Requirements for membership.
9. Club adviser.
10. Fees or dues for members.
11. Club slogan and insignia.

Among the many good reasons why a varsity club should be established are these:

1. To act as a purposeful service organization in the school.
2. To act as the chief initiating and promoting force for maintaining a high standard of athletics.
3. To act as a stimulant and inspiration in building a strong, well-rounded athletic program.

4. To set a fine example of high standards in athletics for grade-school and younger high-school boys to follow.
5. To instill a strong feeling of fellowship.
6. To occupy the leisure time of its members with worthwhile projects.
7. To develop the best and most desirable social ideals, attitudes and habits in the school.
8. To serve as an initiator of social functions for the school.

Take care in setting a purpose or goal for your club. If the purpose is to arouse enthusiasm for the team or to raise extra funds for additional equipment, state it plainly for all to see and remember when the club begins functioning.

The type of organization selected should be the one that will function best under the circumstances. You may choose, for instance, a president, vice-president, treasurer-secretary type of organization with regular voting by the membership on all but minor business matters, or a board of governors elected to act as a governing group, with one member voted chairman and the remaining members serving as treasurer and secretary.

Membership in the varsity club is attained usually in one of two ways - by earning a varsity letter or by playing on a varsity squad. Only one way should be selected.

It is a good idea to integrate a planned course of action into the school program. You might start with fund-raising campaigns, such as the sale of programs or soft drinks at games; sponsorship of an all-school carnival or fun-night; sale of miniature school symbols or participation in long-established annual programs. Any program or campaign you choose should be designed so that the name of the club is prominent. The club's activities should be scheduled regularly so that the student body will anticipate them.

One important factor must be emphasized at the outset. Play down the participation of the faculty in meetings and activities of the club. Attempt to encourage the leadership and self-expression of the boys. Let them assume responsibility, with faculty guidance, but with no interference unless it is necessary. In this way they will develop enthusiasm and clear-thinking.

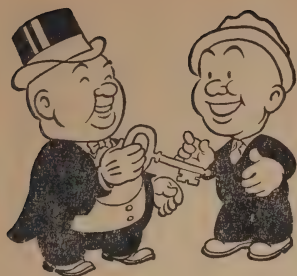
As Emerson said in "The American Scholar," "We will walk on our own feet; we will work with our own hands; we will speak our

own minds." Let the varsity club members know that their club is not dominated by "grown-ups."

Standard parliamentary procedure should be outlined fully and the officers encouraged to follow it.

Members will attend the first few meetings out of curiosity, but unless they enjoy every meeting they will soon manufacture excellent reasons for not attending. Constantly asking for their ideas in solving problems before the club and acting on these ideas when they are sound will give members a sense of belonging. There must always be an activity before the group. With a goal to work for, the group will achieve a feeling of unity and, ultimately, a successful club.

The club should plan regular outings and entertainments such as trips to ball games, hunting or fishing areas, college football games, or even a picnic with dates. Anything that brings the members together is good because group activity produces enthusiasm that is lacking in formal meetings.



Chapter Two

THE CONSTITUTION

- I. The constitution is the BIBLE of the varsity club.
- II. Everything is done according to the procedures outlined in the constitution. At the first meeting a committee of three should be appointed to draw up a constitution for approval by the membership. It might be similar to the one outlined below.
- III. Copies should be mimeographed for each club member, the school administration, student council and faculty advisers. When the constitution is completed and approved it should be read and explained fully by the faculty adviser to the membership as to how or why the varsity club operates.
- IV. Below is a typical high school charter for a varsity club.* Items may be added or deleted as required by individual clubs;

VARSITY CLUB CONSTITUTION

ARTICLE I

1. The name of this organization shall be the _____ High School Varsity Club.
2. The main objective of this organization shall be to promote a high standard of athletics and to create a fellowship among varsity athletes recognizing service with membership throughout the organization and to be of service to the high school.

1. Michigan State College V. Club Constitution - 1948

ARTICLE II

1. The officers of this organization shall be the president, vice-president, secretary-treasurer, and faculty adviser.
2. Election of officers shall be held at the last regular meeting in the spring term, or at a special meeting in the spring. Each nominee must be in good standing with the club.
3. No members shall hold office for two consecutive years.
4. The faculty adviser shall be the athletic director or one of the varsity coaches of the school.

ARTICLE III

1. All contracts for any debts must be passed by the club and signed by the faculty adviser before contracting for same.
2. All bills must be signed by the president and faculty adviser before payment will be allowed for same.
3. Money collected for membership with list of members paying shall be given to the secretary-treasurer and he shall deposit same.

ARTICLE IV

1. The president shall preside at all meetings of the club, shall enforce observance of the constitution and by-laws, and shall appoint all committees not otherwise provided for.
2. In the absence of the president, the vice-president shall perform the duties of the president.
3. The secretary-treasurer shall keep an accurate record of all meetings, shall receive all money belonging to the club and deposit same in the name of the club, shall pay all bills upon authority of the club and faculty adviser, shall keep a permanent record of the minutes of each meeting and attendance. At each regular meeting he shall submit a complete financial report.

ARTICLE V

1. Membership of this club shall consist of active and honorary members.
2. Active members shall consist of those who have won a major letter in any sport.
3. No student is eligible for membership unless he is in good scholastic standing with his class.

4. The Varsity Club shall buy all the pins and furnish them to the new members. These pins can be recalled in case of scholastic ineligibility or some act which casts dishonor on the club. When a member graduates or leaves school, his pin becomes his own. When a member is notified of the loss of a pin he must return it within two days. A member can be reinstated in the case of regained scholastic privileges, but in any other case he is out. A person is expelled by a two-thirds vote of the members.
5. Non-varsity personnel shall not wear a varsity letter.
6. Honorary members are those who have been elected so by the club for their devotion and service to the betterment of athletics at ----- High School.
7. Honorary members shall be entitled to all privileges except that of voting and holding office.

ARTICLE VI

1. Initiation fee of this club shall be decided upon by the members of the club and shall be paid in advance of the initiation.
2. There shall be no dues except when voted for special purposes by two-thirds majority of the members present.

ARTICLE VII

1. The officers of the club shall be the initiation committee unless other members are appointed by the president.
2. The informal and formal initiation program shall be decided upon by a special committee as directed by the club president and faculty adviser.

ARTICLE VIII

1. The regular meeting of the club shall be once a month and the dates for these meetings shall be decided upon at the first meeting of each year. Special meetings shall be called at such times when the officers shall decide.
2. A quorum shall consist of two-thirds of the active members of this club.
3. Order of business; a. Attendance b. Reading of the minutes of the last meeting c. Report of committees d. General business.



Chapter Three

CLUB MEMBERSHIP

Making club membership mandatory for all varsity squad members often is fatal to the club. It is one of the most effective ways of killing interest in a varsity club.

No one looks upon any organization with pleasure if he has not had the choice of joining. Furthermore, he feels no honor in becoming a member since anyone, regardless of abilities or qualifications, is a member.

Definite qualifications for membership should be selected, recorded and adhered to. The list should include respectable scholastic standing, excellent character and high morals. Attainment of varsity standing makes the individual a candidate for membership, not a member. Those qualifying should be notified of their eligibility by letter, similar to the one listed on page nine.

The need to make membership an "honor" rather than something automatic cannot be overemphasized.

EXAMPLE OF LETTER

Dear Varsity Letter Winner:

This letter is to cordially invite you to join the Varsity Club of
----- High School.

Qualifications for membership are as follows:

1. Win a major letter in athletics.
2. Collect one ton of paper and give Secretary-Treasurer money and receipt indicating such sale.
3. Work with rest of your fellow initiates in general cleaning up of athletic facilities in locker room and field.
4. Essay on athletics - sports (Athletic notebook).

You have partially qualified for membership by virtue of the fact that you have won a major letter. If you wish to become a member of the Varsity Club, you must also meet the requirements as listed in 2, 3, and 4 above.

Please notify your Secretary-Treasurer if you intend to join the club. This must be done not later than ----- No applications will be accepted after ----- Club membership is not required by you. It is voluntary on your part.

The Varsity Club has always represented the highest endeavors in athletics and scholarship. It is a service organization working for the general welfare of the school. It is an organization of fellowship and one that works toward the inspiring of younger boys to be good athletes.

We feel that it is an honor and privilege to be a Varsity Club member.

Yours truly,
John Doe
President



Chapter Four

INFORMAL INITIATIONS

Aided and advised by the faculty adviser, the varsity club members should prepare an informal initiation program for the candidates for membership.

A warning should be made against using the well-publicized "hell week" type of initiation and a suggestion made to plan a "help week" in its place. Hazing, humiliating stunts and other embarrassing activities have no place in the varsity club initiation. Incurring the wrath of the faculty or students by "raising Cain" with new members is detrimental to the purpose of the club.

It is far more beneficial for the school, the members and the goals of the club to work on worthwhile projects, such as these:

1. Painting or cleaning of the club rooms.
2. Collecting old rags or paper to raise money for the club treasury.
3. Renovating used athletic equipment for distribution to younger boys.
4. Erecting athletic facilities in the neighborhood for use of younger boys.
5. General cleaning of all locker rooms, gym, equipment and training rooms, coaches offices, ticket booth, or football and general athletic rooms.
6. Storing of all bleachers used in football or other field sports.
7. Cleaning of balls, shoes and other sports equipment.

8. Marking equipment.
9. General repairing of equipment.

An initiations committee should be set up to supervise the entire program because lack of adequate supervision will render the entire initiation a failure and do much more harm than good.

The new members should be split into small manageable groups of four to six members with an active varsity member assigned to each initiate.

The purposes and projects of the club can be emphasized by giving the school newspaper a story concerning the "informal initiation" plans. It is good public relations for the entire school to know and understand the functions and purposes of varsity activities.

The club secretary notifies all candidates of the initiation date, time, place and necessary type of dress. Saturday afternoons or after school hours is a most desirable time for these programs. The initiations committee chairman prepares a duty sheet for each club member and his candidate before the project gets underway. The faculty adviser checks the duty rosters to see that each project is a reasonable and safe one.

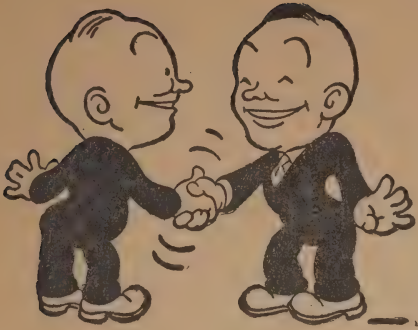
The school administration and student council are told of all initiation plans and time schedules before candidates take part. In case of any unfortunate occurrence all persons concerned should be protected.

It is good policy for the faculty adviser to meet with the candidates before they start on the initiations and to explain fully what they are expected to do and why they are expected to do it. In order to give each man the proper attitude, the following points should be stressed:

1. Each task is a service and constructive in purpose.
2. Everyone should enter into the spirit of making each project worthwhile.
3. Each task may seem meaningless but it is the spirit of fellowship and service in performing the duty which is the crux of the program.

The initiations chairman and committee should assume responsibility for all borrowed tools and equipment after the program is concluded.

The ceremony may be concluded by an informal buffet or "snack"



Chapter Five

FORMAL INITIATION

Formal initiation is the climax of the candidates' activities toward full membership in the varsity club. The initiation should be serious in nature and carefully planned so that the program will be well remembered.

To arouse maximum club interest in the formal initiation, each active member should be assigned some duty in presenting the program.

Available funds will determine which type of initiation is possible. A simple buffet luncheon in the school dining room, if properly done, can make as favorable an impression as a formal dinner in the gymnasium. Or, the initiation may be staged in the auditorium with parents and initiates' close friends invited by the club secretary.

The secretary informs initiates by letter of the time, place and type of dress that is necessary.

To insure efficient operation of the program, a general chairman and committees are appointed to take care of flowers, food pins, ushering, invitations, decorations, lights and cleanup.

The flickering of candlelight can add to an impressive ceremony. A large varsity block V on the backdrop with members of the club in front of it in their varsity sweaters gives the initiation a serious as well as decorative note.

The initiates are the focal point of the program and are seated in the first two rows of the center section.

After the guests are seated the faculty adviser opens the program with a discussion of the purposes and activities of the club. To safeguard against over-identity of the faculty member as the dominant

influence, the program is turned over immediately to a student master of ceremonies who introduces the Club officers, present members and the initiates, in addition to explaining the purpose of the gathering.

The club president's message, which is the principle speech, is checked carefully beforehand by the adviser.

It is important that when the initiates leave the program they are well grounded in the meaning and purpose of their club.

On the following page is an example of the president's speech:

THE PRESIDENT'S MESSAGE

Candidates for admission to the ----- High School Varsity Club, you have been selected as men worthy to carry on the work and to uphold the ideals of the Varsity Club, and it is my privilege and duty at this time to instruct you in the duties and obligations you will assume in accepting membership.

The Varsity Club has stood for the highest and best in all phases of athletic achievement at ----- High School and each member of the club is pledged to give his all in maintaining the high standards of the high school. Sacrificing everything on the field of play in order to carry the school colors to victory, treating opponents with gentlemanly courtesy, and exemplifying true sportsmanship in all actions, both on and off the athletic field - these things mark the Varsity Club man. At all times you should be an inspiration to the younger athletes in school who soon will take your place on the field of play; they will look up to you as the ones whom they hope to emulate some day. Do not dissappoint them, but encourage them. The Varsity Club man must stand as an example and ideal for the rest of the high school. Wear your varsity letter with great pride, as it is indeed a privilege to wear it.

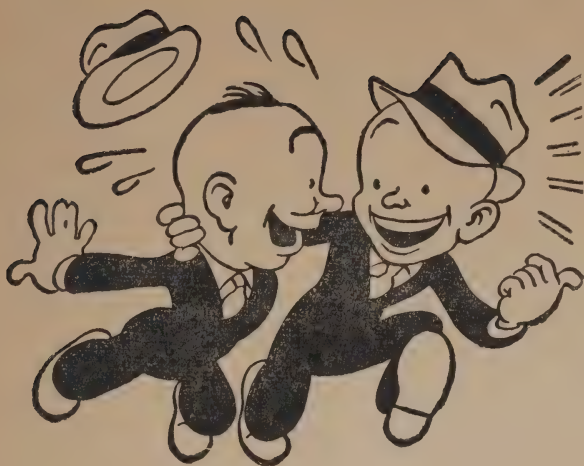
The block monogram worn so proudly by those who have won the right to it, is held sacred by true members of the Varsity Club. The varsity monogram stands for service - spirit - sacrifice. All three of these factors are the ideals which we ever strive to follow in fighting for our school.

Study the meaning of these three factors - spirit - service - and sacrifice - three things which mark the Varsity Club man as a leader and a winner.

It is now my duty and pleasure to welcome you into full and active membership in the Varsity Club and to acquaint you with the work which stands as our motto, signifying the final goal and ideal of all Varsity Club men.

(President then goes down the line of candidates, congratulating each one and giving him his pin.)

Upon completion of the formal ceremony, the entire group - new and old members, parents and guests - should adjourn for refreshment.



Chapter Six

SERVICE and SOCIAL

A full program of social and service activities is mapped out well in advance to insure successful functioning and smooth operation of the varsity club.

The membership is solicited for ideas and suggestions. Members of committees and the faculty adviser should use a great deal of care in planning a well-rounded schedule, with a program which includes as many different types of activity as possible for maximum participation by **the members**.

It is important to note that too much social activity is just as bad as too little. One activity each month is adequate.

Here is a hypothetical schedule that makes a successful year for any **varsity club**:

September - Sponsorship of a victory ball after the opening football game.

October - A hay ride on a Saturday night for members and their girls. Refreshments at the school or at a member's home.

November - Attendance at a college or professional football game in a **group**.

December - A formal Christmas dinner-dance for members. It is a good policy to invite the school administration. This should be the outstanding event of the year.

January - A winter sports party - skiing, skating, or tobogganing - at a nearby winter sports center. Should be stag and for members only.

February - Attendance at a professional or college basketball game in a group.

March - Attendance at a professional hockey game in a group.

April - Informal "hard times" dance. Members and their guests in informal and original dress.

May - Attendance at a college or professional baseball game in a group.

June - The annual varsity club picnic for members, parents and faculty. An annual baseball game between the faculty and the club members is a fine feature attraction.

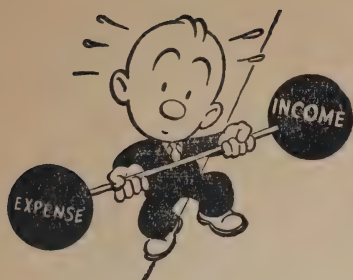
A successful varsity club's activities are not limited to the social type. It is important for the club to have an effective service program - a program which requires serious planning and organization by all members concerned.

Committees are appointed by the president with the guidance of the faculty adviser. A successful program is the goal of each committee, and a list of the service activities would be posted in a conspicuous place.

Below is a list of activities which might be used as a school service program:

1. Varsity club honor roll.
2. Athletic banquets.
3. Athletic "oscar" awards for each major sport.
4. Senior varsity blanket award.
5. Varsity club college scholarship award (freshman year only).
6. Ushering at all school activities.
7. Being hosts to all visiting varsity teams.
8. Preparing annual Christmas baskets for needy families.
9. Coaching junior and grade-school athletic teams.
10. Caring for and maintaining school trophy case.
11. Constructing neighborhood athletic facilities.
12. Sponsoring annual "cleaning bee" of the school athletic facilities.
13. Sponsoring "Dad's Nights" for football and basketball games.

This service program is prepared during the first week of school and presented to the administration and student council for approval.



Chapter Seven

FINANCES

A sound varsity club must be solvent and have funds available for proper follow-through on all undertakings. The source of funds is almost exclusively within the organization.

Money-raising activities must be conceived and executed frequently. These projects are planned carefully early in the school year by the membership and the faculty adviser.

Under the supervision of the adviser, the secretary-treasurer is entrusted with the club funds and issues a monthly statement of funds available. Sound business practices call for counter signatures for all expenditures.

There are numerous methods of raising funds. Those listed below constitute only a small fraction of the ideas the membership can produce:

1. Rummage sale.
2. Sale of athletic equipment.
3. Collection of magazines and newspapers.
5. A gym candy store.
6. Varsity club annual show.
7. Sale of school "T" shirts and socks.
8. Sale of programs at games and of advertising space in programs.
9. Raffle for season football or basketball tickets.
10. Sponsorship of paid athletic dinners.
11. Membership dues and initiation fees.
12. Sale of booster pins and banners.
13. Sale of season tickets.
14. Sale of desk blotters or wall poster schedules.
15. Booster Club organization.



and in CONCLUSION

This booklet has been prepared to serve as a basic guide for building **and operating an active and effective** high school varsity club. A strong and efficient and well-organized varsity club is of service and value to the individual, the coaching staff, the athletic department, and the school and community.

If properly presented and organized, the club will become one of which **each athlete is proud to be a member.**



3 0112 099009166